



SAHITYA AKADEMI
New Delhi

MEMORANDUM OF UNDERSTANDING FOR THE FINANCIAL YEAR 2015 – 16

Memorandum of Understanding between Ministry of Culture, Shastri Bhawan, New Delhi and **Sahitya Akademi, Rabindra Bhavan, 35, Ferozeshah Road, New Delhi** for the Financial Year 2015-16.

1. This agreement made this 2nd day of March 2015 between the MoC, as the first party and **the Sahitya Akademi, New Delhi**, an organization under the Ministry of Culture, hereinafter called the second party.
2. Whereas the mandate of the Ministry of Culture is to preserve and promote all forms of art and culture. It is responsible for formulation of policies of the Government in relation to Indian Art, Culture and Heritage and also for the execution, monitoring and review of those policies and whereas the Sahitya Akademi has the mandate/objectives as prescribed under Clause 3 of its Constitution.

Purpose of the MoU

To achieve the organizational goals by optimum use of the funds available and proper functioning of the organization.

To achieve this, the following deliverables are required:

1. Budget / Accounts

- (i) Budgetary outlay for the year 2015-16 amounting to Rs. 2601.00 lakhs i.e. Rs. 1300.00 lakh under Plan, Rs. 325.00 lakhs under NE (Plan) and Rs. 976.00 lakh under Non-Plan is being allotted to Sahitya Akademi for carrying out organizational work. Expenditure is to be ensured.

Expenditure will be ensured.

- (ii) The Annual Report and Audited Account for the year 2014-15 shall be submitted before the end of November 2015.
- (iii) The CAG audit, if required to be done, for the year 2014-15 shall be completed by September 2015 subject to re-entrustment of audit on account of Sahitya Akademi to C&AG from 2014-15 onwards as the present audit entrusted with C&AG was upto 2013-14 only.
- (iv) Provisional utilization certificate shall be submitted to the Ministry by May 2015 and final utilization certificate by November 2015.
- (v) To dispose of all pending CAG audit paras and internal audit paras.

All pending CAG audit paras and internal audit paras shall be disposed of by December 2015.

- (vi) Inputs for preparations of EFC/SFC shall be submitted as per directives of MoC.
- (vii) Monthly/periodical report shall be submitted to Ministry of Culture by 1st week of the month in which it becomes due.

2. Human Resource

- (i) Human Resource Policy for the Organization to be framed / reviewed.

In the context of Sahitya Akademi, the HR Policy is to evolve for writers, scholars, researchers, experts, stakeholders in the field of literature to implement the plan schemes.

- (ii) The Recruitment Rules for all the Cadres to be framed / reviewed with the approval of the Competent Authority.

The review is in process and will be completed by June 2015.



- (iii) The process for filling up vacancy of HOD's to be initiated on time.

Already done.

- (iv) Vacancies in other ranks in the Organization to be filled up on time, after taking stock of the vacancies for the entire year.

The process to fill-up the vacant positions is undertaken at regular intervals.

- (v) All DPC's for the year and any pending DPCs to be conducted on time.

All DPC's will be conducted as per functional needs within the stipulated time frame.

- (vi) All pending vigilance cases to be disposed off on time and as per rules.

Nil as of now, ensured to be disposed of on time and as per rule, if any, in future.

- (vii) Training of the staff of the organization to be ensured as per the Staff Training Policy. A training calendar to be designed in the beginning of the year.

Training policy for the staff is being worked out and will be submitted by June 2015.

3. Legal Matters

- (i) Amendments to the MoA to be carried out, if necessary with approval of Competent Authority.

Will be done, if required.



- (ii) The bye-laws of the organization to be framed / reviewed.

Bye-laws already existing are under review.

- (iii) Monitoring of the court cases to be ensured.

- (iv) **Ensured to be monitored timely.**
The organisation will utilise the online court case monitoring software developed by NIC for regularly monitoring its ongoing court cases during the year.

4. Parliament Matters

- (i) The Audited Accounts and Annual Report for the year 2014-15 to be placed before the Parliament.

Audited Accounts and Annual Report will be placed before the Parliament on time. The report shall be sent to MOC before end of November 2015.

- (ii) Fulfillment of all pending Parliamentary Assurances to be ensured.

Shall be ensured within the stipulated time frame.

- (iii) Legislative matters, if any, to be taken up for approval of Parliament.

Shall be ensured, if required.

- (iv) Ensuring implementation of recommendations/suggestions of the Parliamentary Standing Committee.

Recommendations/suggestions of the PSC 201st report was submitted to MoC on 29 August 2014.



5. General

- (i) Mandatory meetings of all the Committees / Sub-Committees to be convened and conducted on time.

The meetings will be convened as per the following schedule:

General Council	June 2015 and February 2016
Executive Board	June & December 2015 and February 2016
Finance Committee	June and November 2015
Advisory Boards in 24 languages	May/June 2015

- (ii) The performance audit of the Organization to be got done by an external evaluator.

Will be completed by November 2015.

- (iii) Mandatory Returns and Reports for the year to be filed on time.

Shall be filed on time.

- (iv) Disposal of all the applications and appeals under the RTI Act 2005 to be ensured.

Shall be ensured within the stipulated time on case to case basis.

- (v) Disposal of public grievances to be ensured. Effective Grievance Redressal Mechanism to be set up if it does not exist. Existing policy to be reviewed.

Shall be ensured as prescribed.

- (vi) Website to be reviewed and revamped if necessary.

The Sahitya Akademi website is timely updated, reviewed and revamped from time to time.

- (vii) Meeting the deadline for submission of RFD by the organizations and ensuring implementation.

Shall be ensured within the time frame.

- (viii) Ensuring that inputs for Cabinet Memos are submitted on time.

Shall be ensured within the time frame.

- (ix) Ensuring compliance of the Rajbhasha Policy.

Rajbhasha Policy is being implemented as per directives received from MHA.

- (x) Implementation of New Pension System (NPS)

The New Pension System will be implemented in the month of June 2015.

- (xi) Swachh Bharat Campaign

This is already been implemented in the right earnest in all the offices of the Akademi. Programmes as well as cleanliness drive is being taken up. This will be continued in the coming year as we have planned to have literary programmes related to Swachh Bharat once every two months in all our Regional as well as Head Office. Swachh Bharat signages will also be the part of the ambience in these offices and special emphasis will be given to a programme related to Swachh Bharat in our next Festival of Letters.

- (xii) Assess needs for skill development and create tailored training modules.

The Akademi has planned a number of skill training modules for its staff such as in editorial, publishing and printing technology, copyright, staff literary translation workshop. These skill training modules will be taken up in each quarter.

- (xiii) Do an inventory of cultural spaces under the charge of the organization.

The Akademi is regularly organizing its programmes in its auditoriums and conference hall in all its regional centres including head office. These auditoriums are also given out to literary organizations from time to time. Sahitya Akademi is also using Government cultural spaces, Universities and State Akademies in organizing its programmes in these spaces from time to time.

- (xiv) Increase presence on social media.

The Akademi is very much active on social media like Youtube/facebook/twitter etc. After the programme is held, photographs and videos are uploaded immediately along with the information on the programme. We do get number of twits every day which is also taken care of simultaneously. Sahitya Akademi is also uploading its programmes on Mobile Apps of the Ministry of Culture.

- (xv) Identify and create e-services.

Sahitya Akademi has already submitted SFC note regarding E-Bhasha (Sahitya) to the Ministry of Culture and as soon as we get its approval, we will take up the work in right earnest.

Sahitya Akademi has put up some of its publications on amazon.com, bookganga.com and infibeam.com

- (xvi) Create online system for application and utilization certificates.

Not applicable.

- (xvii) Create Online System of Accounting.

The Akademi is already in the process of building online system of accounting and will be completed by November 2015.

- (xviii) Provide archival material on intangible culture to IGNCA.

20 documentaries films on different eminent writers by Sahitya Akademi will be sent to IGNCA by June 2015 and by August 2015. Audio cassettes recordings of some of our national programmes wherein writers speeches, seminars, etc. will be sent.

- (xix) Provide promotional films to DD Bharati and also make an inventory of films.

The Akademi's films are already telecast by DD Bharati and the inventory is also done.

- (xx) Vision Document.

Sahitya Akademi's aim is to promote literary dialogue, publication and undertake literary activities in 24 Indian languages including English. It has been its ceaseless endeavour to promote good taste and healthy reading habits to keep alive the intimate dialogue among the various linguistic and literary zones and groups through seminars, lecture, symposia, discussions, readings and performances. The Akademi on its part achieves its aims and objectives. The same is reflected in the Annexure of the MoU.

(xxi) Consideration of the High Powered Committee's recommendations.

The organization will take action for considering the recommendations made by the High Powered Committee and as approved by the Ministry of Culture, only after it is approved by the Sahitya Akademi's General Council.

(xxii) Activities under Government of India's HRIDAY and PRASAD projects.

Sahitya Akademi had participated in the Sanskriti Festival organized in Varanasi from 25 to 27 December 2014. The Akademi has also identified six writers Sant Kabir, Acharya Tulsidas, Acharya Hazari Prasad Dwevedi, Munsii Premchand, Aadi Shankracharya and Acharya Ramchandra Shukla on whom the Akademi will take up work in the four schools adopted by the Sahitya Akademi.

The following colleges at Varanasi have been identified by the Ministry of Culture, Government of India, to arrange the literary activities by the Sahitya Akademi during 2015-16:

1.	Rameshwar Mahadeo Inter College	Premchand	April 2015
2.	Arya Mahila Balika Inter College	Kabirdas	June 2015
3.	Ram Krishnan Vidya Mandir Inter College	Tulsidas	October 2015
4.	Agrasen Kanya Inter College	Ramchandra Shukla	December 2015
5.	Sanatan Dharm Inter College	Adi Shankaracharya	February 2015

A lecture on the life and works of the writers may be arranged, for programme on Kabir, will take the services of Weaver Service Centre, Varanasi. Akademi will arrange debate, essay competition, poetry reading in these colleges with reference to the above writers. Akademi will try to organize plays on the works of the above writers.



(xxiii) Emphasis on cultural research and education activities.

The Akademi will undertake literary activities and will collaborate with Government funded education institutions.

(xxiv) E-books.

Sahitya Akademi will prepare and upload its publications online which would cover both free and paid access to these e-books online for readers.

(xxv) The organisation will be active on the MyGov Platform for inviting suggestions, ideas regarding its activities, during the year.

6. Specific issues related to Sahitya Akademi:

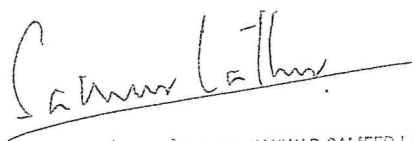
(a) Proposals for the sanction of the following posts shall be submitted by August 2015:

- (i) Administration and Accounts: Public Relation Officer - one
Accounts Officer - one
Sales & Marketing Executive - one
Senior Accountant - one
Senior Clerk - one
Hindi Officer/Assistant Director
(Official Language) - one
Hindi Typist (Official Language) - one
Steno Gr. II (Official Language) - one
MTS - four
- (ii) Activity Departments : Deputy Secretary (Awards) - one
Deputy Secretary (Programmes) - one
Deputy Secretary (Publications) - one
Programme Officer - two
Assistant Editor - two
Publication Assistant - four
Steno Gr. I - two
Steno Gr. II - two
Senior Clerk - four
Junior Clerk - four

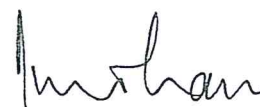
(iii) Akademi's Regional Offices outside Delhi:

Programme Officer - three
Assistant Editor – three
Sales & Marketing Executive – four
Publication Assistant – three
Senior Clerk – three
Junior Clerk – three
MTS – three

(b) The activities as indicated in the Annexure – I (programme and publication) for the year 2015-16 shall be ensured.



कै. समीर लाल/KANWAR SAMEER LATHER
निदेशक/Director
Signature on behalf of Ministry of Culture
of Ministry of Culture of India.
नई दिल्ली/New Delhi



02/03/2015
Signature on behalf
of Sahitya Akademi

RECORD OF EVENTS PROPOSED FOR THE YEAR 2015-2016

1 st QUARTER (APRIL TO JUNE 2015)	
Details	Number
Programmes	
Seminars	03
Symposiums	05
Swachh Bharat Campaign	01
Translation Workshops	02
North East programmes (Purvottari)	08
Literary Forum / Poets' Meet / Mulaqat	20
Books will be published in the languages recognized by the Sahitya Akademi (originals/translations/reprints)	100
Book Exhibitions	10
Advisory Board meetings in 24 languages	24
Regional Board meetings in 04 regions	04
Finance Committee meeting	01
Executive Board & General Council meetings	02
Editorial training of the staff	01
Rameshwar Mahadeo Inter College – Premchand	01
Arya Mahila Balika Inter College – Kabirdas	01

2 ND QUARTER (JULY TO SEPTEMBER 2015)	
Details	Number
Programmes	
Seminars	10
Symposiums	15
Screening of Documentary films	02
Swachh Bharat Campaign	01
Through My Window	08
Literary Forum / Poets' Meet / Mulaqat / People & Books / Meet the Author	50
Translation Workshops	02
North East programmes (Purvottari)	15
Sahitya Akademi Prize for Translation presentation ceremony	01
Abhivyakti programme	01
Loka : The Many Voices	01
Programmes under Rajbhasha	01
Books will be published in the languages recognized by the Sahitya Akademi (originals/translations/reprints)	75
Book Exhibitions	30
Publishing and printing technology	01

3 rd QUARTER (OCTOBER TO DECEMBER 2015)	
Details	Number
Programmes	
Seminars	10
Symposiums	04
Swachh Bharat Campaign	01
Translation Workshops	03
Bal Sahitya Puraskar presentation ceremony	01
Screening of Documentary films	01
Literary Forum / Poets' Meet / Mulaqat / People & Books / Meet the Author	20
Kavi-Anuvadak	02
Loka : The Many Voices	03
Yuva Sahiti / Bal Sahiti	04
North East programmes (Purvottari)	05
Books will be published in the languages recognized by the Sahitya Akademi (originals/translations/reprints)	100
Book Exhibitions	25
Executive Board meeting	01
Finance Committee meeting	01
Workshop on Copyright	01
Ram Krishnan Vidya Mandir Inter College - Tulsidas	01
Agrasen Kanya Inter College - Ramchandra Shukla	01

4 TH QUARTER (JANUARY TO MARCH 2016)	
Details	Number
Programmes	
Seminars	10
Symposiums	05
Swachh Bharat Campaign	01
Screening of Documentary films	02
Literary Forum / Poets' Meet / Mulaqat / People & Books / Meet the Author	15
Translation Workshops	04
North East programmes (Purvottari)	
Loka : The Many Voices	01
Yuva Puraskar presentation ceremony	01
Young Writers' Festival / Yuva Sahiti	01
Asmita / Nari Chetna	04
Festival of Letters	
Presentation of Sahitya Akademi Awards	01
Bal Sahiti / Yuva Sahiti	02
Foundation Day celebrations	01
Samvatsar Lecture	01
Books will be published in the languages recognized by the Sahitya Akademi (originals/translations/reprints)	120
Book Exhibitions	20
Executive Board & General Council meetings	02
Staff literary translation workshop	01
Sanatan Dharm Inter College - Adi Shankaracharya	01

